

**ALASKA
STATE CAPITOL
EMERGENCY
AND
EVACUATION
PROCEDURES**

CAPITOL EMERGENCY AND EVACUATION PROCEDURES

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INTRODUCTION

This is a reference guide in the event of an emergency.

It is the responsibility of each occupant to be aware of the procedures listed herein and the location of the emergency exits in each building so that injuries and property damage may be minimized during an emergency.

Emergency Telephone Numbers

Juneau Fire Department	911
Juneau Police Department	911
Emergency Medical Aid	911
JPD Non-Emergency Dispatch	586-0600

Building Security	465-1414
Chief of Security	465-6227
	209-4464

Building Manager	465-3708
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Capitol Building Physical Address 120 4th Street
Juneau, AK 99801

Rapid Notify Mass Notification System

The Rapid Notify System is used for mass notification to workers of the Alaska State Capital Building in the event of an emergency in or around the building. Employees may sign up for this service on the Alaska Legislature Intranet site on most Capital Building computers connected to the intranet.

This **system** offered one-way message delivery via email, text message, and phone. There are tests conducted regularly during session to State of Alaska phones.

EMERGENCY SYSTEMS

Emergency Exits

Detailed floor plans illustrating emergency exits are located in the back of this manual. Please familiarize yourself with your closest emergency exits.

Fire Alarm Pull Stations

Pull stations are located on each floor. In case of fire in or near your office, activate the nearest pull station, regardless of whether or not the alarm signal is already sounding.

Voice Evacuation System

The building is equipped with a Voice Evacuation System capable of notifying all floors simultaneously or each floor individually. Special instructions may be broadcast by Capitol Security or Building Maintenance through the speaker system which is audible in offices, corridors and elevators.

Sprinklers and Smoke Detectors

The building is fully equipped with numerous sprinklers and smoke detectors on each floor. Both of these systems are automatically monitored so that, should either one be activated by smoke or heat, the alarm will sound and the Fire Department will be alerted.

Fire Extinguishers

Fire extinguishers are located throughout the building. Extinguishers are intended for use in small, controllable blazes. The extinguisher should be held upright with the nozzle pointed at the base of the flames. Please do not attempt to “fight” fires unless you can do so safely.

Automated External Defibrillator (AED)

There are multiple AEDs in the building; please familiarize yourself with their locations. Training is available for certification in the use of AEDs and you can contact Capitol Security (465-1414) to coordinate a training session.

Emergency Generators

In the event of a power outage, the Capitol Complex is equipped with emergency backup generators which turn on automatically.

EMERGENCIES

Earthquake

IMPORTANT DO'S

1. Remain calm.
2. Take cover under a desk, in a doorway or in the center of the building.
3. Stay clear of bookcases, file cabinets, glass items, windows and other similar items.
4. Follow instructions of the Fire Department and Capitol Security.
5. Turn off all electrical equipment.
6. Wait for instructions from Capitol Security in the event of an extended power failure.
7. In the event an evacuation is necessary, evacuation procedures will be announced via the Voice Evacuation System by Capitol Security or Building Maintenance.

IMPORTANT DONT'S

1. Don't panic.
2. Don't use elevators.
3. Don't stand near windows.
4. Don't use an open flame.
5. Don't use the sky bridge.
6. DO NOT GO OUTSIDE THE BUILDING unless instructed to do so by Capitol Security or Building Maintenance. If you are outside, move away from the building to protect yourself from falling debris.

Elevators

Elevators are a safe mode of transportation, but they do occasionally malfunction. Should that occur, follow these guidelines:

IMPORTANT DO'S

1. Remain calm.
2. Use the automatic telephone located behind the panel or the telephone button inside the elevator cab.
3. If you observe a malfunction from outside the elevator, notify the Building Manager (465-3708) or Security (465-1414).

IMPORTANT DON'TS

1. Don't panic.
2. Don't force the elevator doors open.
3. Don't jump in elevators; jumping in elevators may cause "over-speed," which can activate the brakes.

WHAT HAPPENS

1. When you pick up the emergency telephone in the elevator, an operator will communicate with you. The phone is monitored 24 hours a day.
2. The operator will obtain assistance from the elevator service company.
3. Passengers will be assisted as quickly as possible.
4. Building Maintenance is expressly forbidden from recovering people from stuck elevators. Only trained, authorized personnel of the elevator service company can accomplish this. Therefore, if you are stuck, you will have to wait until an elevator technician arrives at the building; this can easily take 20-30 minutes, so please be patient.

Fire

Upon discovery of a fire, follow these guidelines:

1. If not in immediate danger, dial 911 and give the following information: Name
Address (State Capitol Building, 120 4th Street)
Floor Number
2. Explain problem (what is burning, etc.); if it is safe, stay on the phone long enough to confirm that the information was received and understood.
3. Activate the nearest fire alarm pull station.
 4. Call Capitol Security at 465-1414 and inform them of the situation.

Actions after a fire is discovered:

1. Leave the area of the fire.
2. Close all door(s) as you leave.
3. Pull the nearest fire alarm pull station to sound the alarm and begin evacuation of the building.
4. Evacuate the building using the closest stairway, or commence your appointed duty as part of your floor's evacuation team.
5. If checking for occupants, check all doors and door jams for heat before entering the room with the fire.
6. Keep your back to the door to leave your escape route open.

Note: There are fire extinguishers located on each floor. Do not return to fight the fire once you have evacuated. The Fire Department strongly advises you to leave firefighting to the experts.

If the fire is bigger than about one foot in diameter, the better choice may be to close the door(s) again, leave the building as quickly as possible, and let the Juneau Fire Department do their job.

WHAT HAPPENS

1. Building Management will assist the Fire Department with directions and information.
2. Please remain alert and keep conversation to a minimum. Follow instructions of Fire Wardens and firefighters.

Fire Prevention

Follow these simple rules to help prevent fire:

1. SMOKING IS PROHIBITED INSIDE THE BUILDING. Smoking is only allowed in designated smoking areas or other areas outdoors that are 20 feet or more from exterior entrances and air intakes.
2. Unplug any electrical equipment that is not working properly or needs repair.
3. Do not overload outlets.
4. Keep heat-producing equipment away from objects that will burn.
5. You are responsible to ensure all appliances, especially coffee pots and space heaters, are turned off when leaving the building.
6. Store and use flammable liquids according to container instructions and city/code requirements.
7. Don't allow accumulation of flammable trash or waste materials.
8. Don't prop doors open with doorstops or other items. This disables the automatic door closure safety feature during a fire alarm.

Medical

IMPORTANT DO'S

1. For life threatening emergencies, call 911 immediately and then notify Capitol Security. For other medical situations, contact Capitol Security at 465-1414.
2. When calling 911, give the following information:
 - Name
 - Address (State Capitol, 120 4th Street)
 - The exact location of the emergency (office, floor, etc.)
 - Any details regarding the nature of the emergency (apparent heart attack, possible injury, etc.)
3. Reassure the victim that emergency assistance is on the way.
4. Ensure there is someone to meet emergency personnel at the elevators on your floor.
5. Remain calm.

IMPORTANT DON'TS

Don't attempt to move the victim unless it is necessary to do so in order to avoid further injury (fire, etc.).

Capitol Security will meet emergency personnel in the main floor lobby and accompany them to the area. Capitol Security will make a report of the incident and emergency personnel will handle the situation. Call Capitol Security at 465.1414.

Automated External Defibrillator (AED)

Placements of AED's:

1 AED on each of Capital Building floors, and one on each floor of Stewart Building.

1 AED placed on the Second Floor of Terry Miller Building.

There are multiple AEDs in the building; please familiarize yourself with their locations.

Purpose: An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims, who are unconscious, not breathing normally and showing no signs of circulation such as normal breathing, coughing or movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

Training is available for certification in the use of AEDs and you can contact Capitol Security (465-1414) to coordinate a training session.

Bomb Threat

1. If you receive a threat, keep calm.
2. Alert other legislative staff to call Capitol Security IMMEDIATELY.
3. Keep caller on phone as long as possible.
4. Document as much detail regarding the threat. Some questions you might ask:

When is the bomb set to explode? Are you sure?

What floor is the bomb on? What kind of bomb is it?

What does it look like? How big is it?

Where did you put it? Did YOU set the clock? Why are you doing this? Why did you call me?

What do you want me to do? What is your name?

Suspicious Object

If there is a suspicious object:

1. Don't panic.
2. Don't touch or disturb the object.
3. Obtain a good description of the object: size, color, markings, etc.
4. Identify exact location of the object: building, floor, room number, and location within the room.
5. Report the assessment to Capitol Security.
6. Capitol Security will determine if the immediate area needs to be evacuated and, if so, will issue instructions to do so.

Tsunami

A tsunami is a series of large waves caused by underwater disturbances or earthquakes that can be dangerous and destructive. When you hear a tsunami warning, move at once to higher ground and stay there until local authorities say it is safe to return. The upper floors of high, multi-story, reinforced concrete buildings such as the Capitol can provide refuge if there is not time to quickly move inland or to higher ground. The 5th Floor of the Capitol may serve as a place of refuge in the event of a tsunami.

Basin Road is the closest evacuation site to the Capitol.

Be familiar with the tsunami warning signs. A large earthquake and a rapid rise or fall of coastal waters are signs of an approaching tsunami.

DO NOT go to the water to watch the tsunami come in.

For more information, go to:

http://www.juneau.org/emergency/Tsunamis_Seiches.php

CRIMINAL BEHAVIOR

All building occupants contribute to a safe environment by remaining alert to suspicious behavior and promptly reporting the situation to law enforcement. Should an employee, on-site contractor or visitor witness criminal activity in progress or observe criminally suspicious behavior:

- Act cautiously, consider your personal safety first.
- Do nothing to aggravate the situation as the activity may only intensify.
- Leave the area quietly and calmly.
- Contact the **Capitol Security at 465-1414 or 911.**

Capitol Security will respond, investigate and control the situation. They will provide instructions to building occupants as necessary, which must be followed.

THE BUILDING MAY OR MAY NOT BE EVACUATED.

The individual witnessing the criminal activity or behavior should make him/herself available in a safe area to speak with Capitol Security as needed.

OBSERVING A POTENTIAL LIFE-THREATENING ACTIVITY

If observing a situation that is either life-threatening or one that could potentially escalate into a life-threatening situation:

- Immediately contact the **Capitol Security at 465-1414 or 911.**

- Be a good witness by providing investigating agency with as much information as possible, such as noting the person's hair color, height, weight, build and clothing.
- Advise others to stay clear of the area.
- Do not approach the violent person.

If you choose to take other action, you do so at risk to your own personal safety.

The agency responding will respond and control the situation. They will provide instructions to building occupants as necessary, which must be followed.

THE BUILDING MAY OR MAY NOT BE EVACUATED.

CONFRONTED BY A VIOLENT PERSON

If confronted by a violent person, your life safety is of primary concern. If you are not alone in the building, it is likely that another employee will call the police who will respond and gain control of the situation. However, prior to their arrival, circumstances may dictate that you make a split-second fight or flight decision.

If you can:

- Request that someone nearby call **Capitol Security at 465-1414 or 911.**
- Remain calm, in control of your voice using quiet, confident tones.
- Do not make threats or ultimatums; do not give deadlines or orders.
- Make only brief and non-challenging eye contact.
- Think about your next steps.
- Prepare yourself both mentally and physically for your next steps.

If the violence escalates, act upon your decision to run or fight.

Capital Security or police will respond, control the situation and contact emergency medical responders. They will also provide instructions to building occupants as necessary, which must be followed.

THE BUILDING MAY OR MAY NOT BE EVACUATED.

If fleeing the building, obey all officer orders. The police will enter the building with firearms drawn to secure the scene. They will not immediately know if you are the perpetrator. Therefore, when moving around the building for safety purposes, or exiting, keep your hands open, away from your body and visible to the police at all times.

PROFILE OF AN ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers

- Take note of the two nearest exits in any facility you visit
 - If you are in an office, stay there and secure the door
 - If you are in a hallway, get into a room and secure the door
 - As a last resort, attempt to take the active shooter down.
- When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

CALL 911

WHEN IT IS SAFE TO DO SO!

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises.
Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

3. • HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

4. • Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or 911 operator:

- Location of the active shooter

- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Building Evacuation

IMPORTANT DO'S

1. Follow the instructions of your Fire Wardens, the Fire Department, and/or Building Manager.
2. Where possible, assist persons with disabilities to the stairwell landing where they will be picked up by emergency personnel. The Fire Wardens will coordinate this effort.
3. Close the door to your office if you are the last one to leave.
4. Form an evacuation line at the nearest stairwell.
5. Use stairwells for evacuation. Be alert for other tenants and Fire Department personnel who might also be using the stairwell.
6. Keep talking to a minimum.
7. Use handrails in stairwells.
8. Move quickly, but calmly.
9. Clear emergency stairwell door area immediately upon exiting.
10. Those exiting from fire escapes at the back of the building should proceed across the street to the designated assembly point at Capitol Park. Those exiting through the front door will assemble in the Dimond Courthouse courtyard.
11. Please check in with your Fire Wardens after evacuation from the building.
12. Wait for an "ALL CLEAR" announcement or for further instructions.

IMPORTANT DON'TS

1. Don't try to use the elevators; they will not respond.
2. Don't return to your office to retrieve items such as purses, coats, etc.
3. Don't block stairwells, vestibules or doorways.
4. Don't run or create a panic situation.
5. Don't return to the building until the Fire Department, Capitol Security or Building Maintenance gives an "ALL CLEAR."

Evacuation Procedures/Guidelines

Although we have had numerous false alarms in the past, it only takes one real alarm to recognize the importance and serious nature of these procedures. Here, you will find basic procedures to be followed when a fire evacuation alarm is sounded in the Capitol Building. Please take some time to familiarize yourself with these procedures.

When you hear or become aware of an active fire alarm, do the following:

1. Remain calm. DO NOT panic or panic others.
2. Quickly terminate your telephone call or activities.
3. Take coat and personal belongings ONLY if they are convenient and immediately available.
4. Progress immediately to your designated emergency exit.
5. Follow the instructions of any Fire Warden.
6. Walk carefully and DO NOT run. There will be a lot of people converging in the stairwells, so it is necessary to remain calm and proceed as quickly as safety allows down the stairs. Those who have a more difficult time descending the stairs should use the handrails. Those who have no difficulty should allow access for those who need to use the handrails. If you see a co-worker who might need help, offer assistance if it will keep the egress going at a reasonable rate of speed.
7. Once you are out of the building, keep walking away from the building to allow room for those who are exiting behind you. Stay on the sidewalks and follow the instructions of the Floor Wardens. Stay out of the way of any traffic and/or responding units.
8. If you are unable to descend the stairs, your Floor Warden will direct you to wait in a safe staging area near the stairwell, but out of the traffic corridor. Once the stairwell is fairly empty, smoke-free and not in immediate hazard, the Floor Warden will then help you inside the stairwell landing. The Floor Warden will report your location and condition to the Capitol Security at 465-1414 who will alert the responding fire/rescue units. The responding units will then get each person left in the building in order of most immediate peril. This procedure is something that you will want to discuss with your Floor Warden well in advance of any alarm. It might also be a good idea to do a practice run.
9. If smoke is present on your floor or if you are caught in smoke, immediately drop to the floor, crawl along the floor where the air is cooler and take short breaths through your nose. If it becomes dark and

difficult to see, you will have to feel your way to the exit. Using verbal communication with others will help guide everyone out.

10. Once outside the building, do not re-enter unless instructed to do so. If a real event does occur, it may be necessary to evacuate to a staging area away from the Capitol Building.
11. IT IS IMPERATIVE TO STAY AWAY FROM THE BUILDINGS, INCLUDING THE PARKING GARAGES. The authorities in command (either fire or police commanders) will let us know if and when it is safe to remove your vehicle from the parking garage. Attempting to get your vehicle out of the garage without proper permission will not be viewed as an act of cooperation by law enforcement officials and could land you in more trouble than it is worth. The best course is to follow instructions and stay out of the way. The responding authorities will have a lot to do and have a lot of responsibility. It is best for everyone's safety to allow them to do their jobs without adding to their burdens.

Evacuation Safe Havens

Occupants are authorized to use the Dimond Courthouse lobby during the normal business hours of 7AM-5PM. In the event of frigid temperatures and if the building's evacuation process is not given an "ALL CLEAR" within a reasonable time period, Capitol Security will address the occupants staged outside to relocate to the identified safe haven until an "ALL CLEAR" is announced.

Individuals Requiring Special Assistance

If you have a disability or require any special assistance in emergency situations or fire alarm evacuations, it is your responsibility to contact Capitol Security and make sure you are on the Emergency Assistance List.

In the event of an emergency situation where evacuation is required, we recommend any person who has a disability or is on the Emergency Assistance List have a "buddy" who waits with them on the stairwell landing (a designated safe haven) until an "ALL CLEAR" announcement is made, or emergency personnel arrive on scene to assist with evacuation. Capitol Security will not be assisting in the evacuation of disabled persons; your "buddy," Floor Warden or emergency personnel will be performing this task.

Floor WARDENS (FW)

Each floor is divided into two sides. Assigned to each floor are two Floor Wardens (FWs), one for each side of the building. The FWs are responsible for the staging areas and communication. They have the authority to direct and instruct crowd control.

Evacuation Procedures for Floor Wardens (FW)

These procedures are meant to be a guideline only for FWs; however, FWs have the option of using a different egress method if circumstances warrant it. For example, if a fire/smoke hazard is present or a fire hazard blocks a normal egress pathway, the evacuation for the blocked egress will be modified to another, safer route.

1. Once the fire alarm sounds, grab your clipboard, record the time of the alarm, and put on your identification vest. The clipboard should be kept at the ready with two separate unmarked recording forms (Emergency Evacuation Summary and Emergency Evacuation Report) and a pen or pencil secured to the board.
2. Occupants may take coat and personal belongings **ONLY** if they are convenient and immediately available. The FWs should make certain that all occupants are accounted for and out of their sector area before they leave. The FWs should advise anyone who is reluctant to leave or slow in leaving that quick but calm evacuation is **MANDATORY FOR EVERYONE**. Anyone refusing to leave will be reported to Capitol Security.
3. FWs should check the restroom areas and advise those inside to exit the building as soon as possible. The FWs will make certain that the restroom is vacant before exiting the area.
4. FWs should check all conference rooms. If there are guests on the floor (e.g., constituents attending a meeting), the FW should direct the occupants to the proper egress pathway.
5. Each FW should already be aware of anyone on their floor or section who is unable to negotiate the stairwells due to a disability. Persons with such disabilities should be escorted to a safe area near the stairwell entrance and asked to wait there until the responding fire/rescue units arrive and can safely bring them down. It is recommended that each FW discuss the procedures in advance with those who may be impacted. It would be helpful if someone other than a FW stay with the individual until the

responding units arrive for assistance. This person could be the alternate FW or a co-worker.

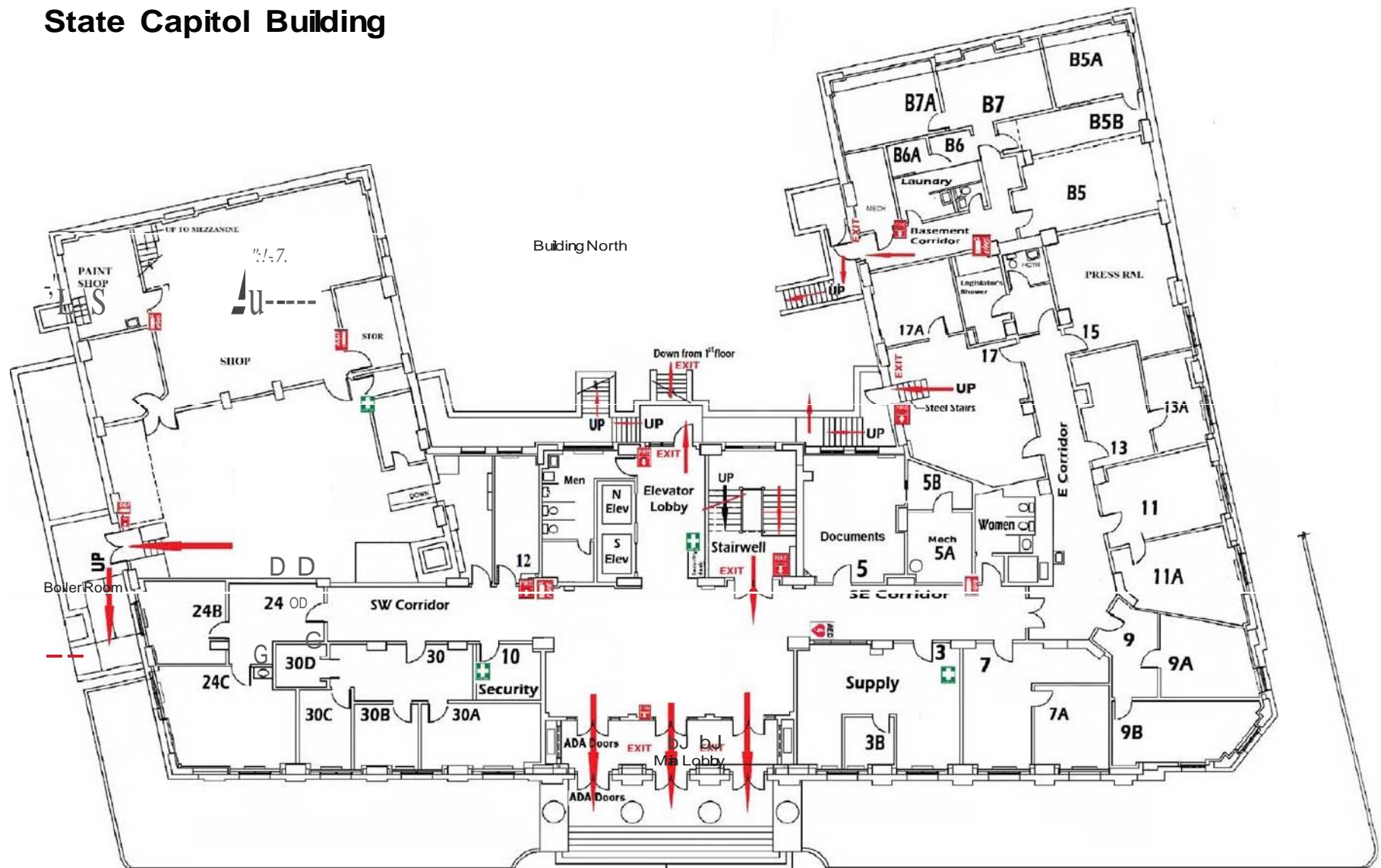
6. Once the FWs have the floor cleared, they will do a final check of their area. Any persons with disabilities should be safely staged inside the stairwell landing once it is clear. The FW should then close the fire door and exit down the stairwell.
7. Upon arriving outside the building, the FW will check in with Capitol Security and provide the status of their sections. Include the following information: (a) *most importantly*, the location of any persons left in the stairwell landing and whether there is someone with them; (b) were there any signs of a smoke or fire hazard present and; (c) whether the section is clear or if anyone refused to egress.
8. FWs will assist Capitol Security with crowd control. To the best of their ability, taking into consideration their own safety, they will prevent unauthorized personnel from entering the building.
9. When or if the “ALL CLEAR” determination is made by the CBJ responding unit commander, Capitol Security will then announce the “ALL CLEAR” signal to enter the building.
10. If a significant event is in progress, the FWs will instruct the crowd to evacuate to pre-determined locations.
11. Capitol Security must inform the responding fire/rescue units of any individuals left in the building, their location, and type of disability. As soon as they arrive, it is imperative that the responding fire rescue units be advised of the location of any individuals left inside the building as well as their specific disability.
12. A post-evacuation meeting will be held at a convenient time and location for all to discuss positive and negative points of the evacuation.

Floor Warden Responsibilities

Capitol Security greatly appreciates the time and efforts of the FWs. Their willingness to volunteer demonstrates their dedication to the safety of their co-workers. Without this thoughtful dedication, Capitol Security would be forced to require mandatory participation in an evacuation plan. It is our desire to keep the emergency evacuation program voluntary. The cooperation of voluntary participants helps to maintain a higher level of morale and provides for a safer workplace. Therefore, recognizing the fact that each volunteer has day-to-day duties and functions of their regular job, the duties of the voluntary FWs will be kept to a minimum. With that in mind, the following are some suggestions to help maintain a safe evacuation program:

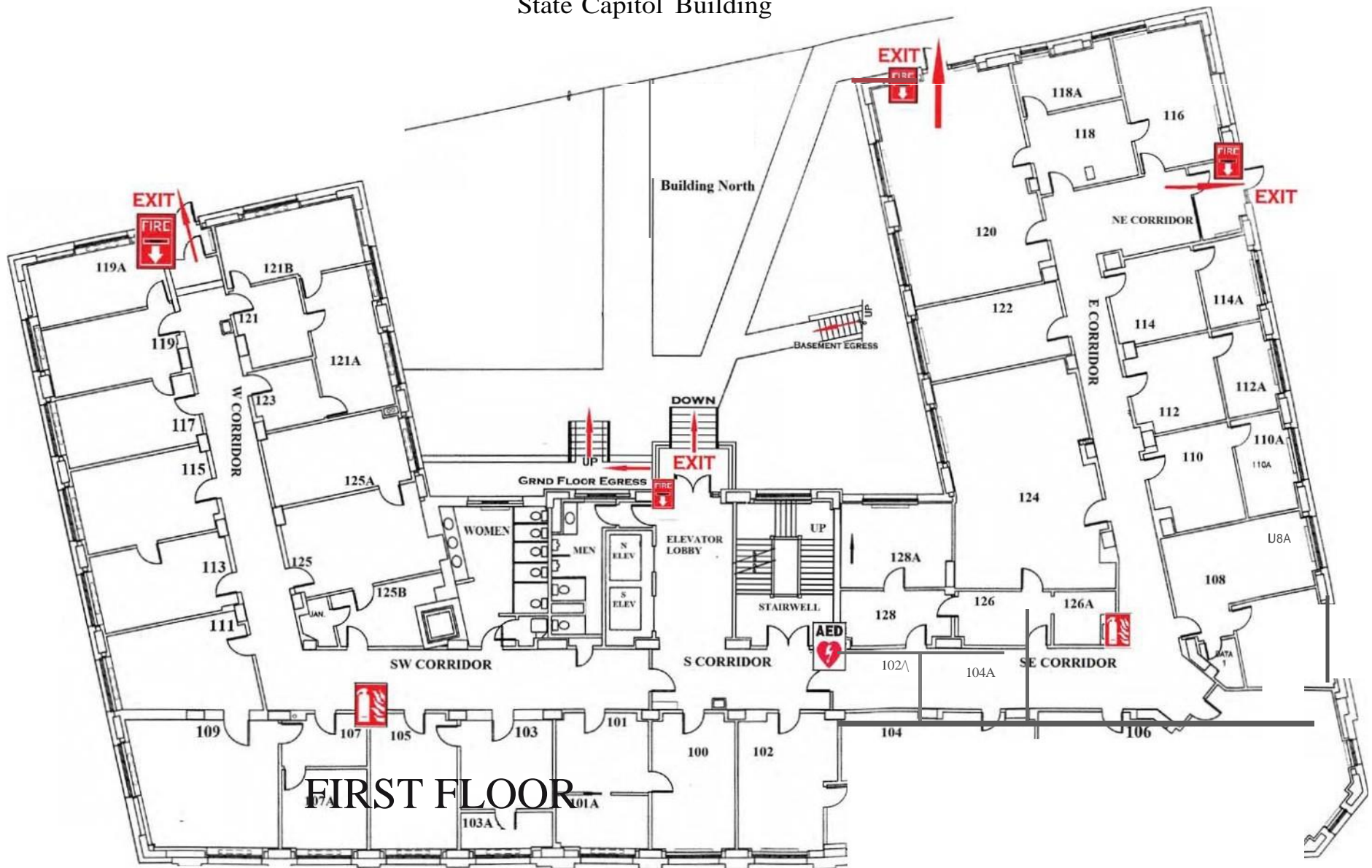
1. FWs should be familiar with their sections and the egress exit paths. FWs can also act as 'safety eyes and ears' to alert Capitol Security and/or Maintenance of any situation that may hinder an emergency egress, such as blocked corridors or stairwells.
2. It is also a good idea to be familiar with the location of nearby fire extinguishers. It is not the responsibility of the FW to inspect the fire extinguishers; however, if you notice an expired tag or any other problem with safety equipment, please let Capitol Security know and they will alert Building Maintenance.
3. FWs should introduce new employees in their section to the fire evacuation procedures and exit routes.
4. FWs are issued an identification badge to wear during an emergency evacuation. Identification badges will include your name, floor and section.
5. FWs should also be aware of anyone in their section who has a disability that may hinder use of the stairwells for exit. The FW should discuss the special procedures with the individual and make certain there is agreement on a safe area to wait for the fire/rescue units. This is also a good time to see if another co-worker would be willing to act in the capacity of a "buddy" for that person.
6. FWs should provide notice to Capitol Security of any planned vacation or annual leave time and arrange for an alternate to act in their absence.

State Capitol Building



GROUND FLOOR

State Capitol Building



State Capitol Building

The floor plan illustrates the layout of the State Capitol Building, divided into the Senate Floor (217) and the House Floor (220). The building is oriented with 'BUILDING NORTH' at the top.

Senate Floor 217:

- Rooms include Senate Gallery A, Senate Gallery B, Senate Pages (213), Senate Secretary (211), Senate Vestibule (W. Vestibule), and Senate Corridor (SW. Corridor).
- Other areas include 215, 219, 205, 203, and 200 (LOUNGE).
- Facilities include a Kitchen, Elevator Lobby, Stairwell, and restrooms (Men, Women).
- Committee Rooms: John Buuovich Committee Room (205) and Bettye Fahrenkamp Committee Room (203).
- Exit points are marked with red arrows and 'EXIT' signs.

House Floor 220:

- Rooms include House Gallery A, House Gallery B, House Pages (214), House Vestibule (E. Vestibule), and House Corridor (SE Corridor).
- Other areas include 216, 218, 204, 206, 208, and 210 (House Speaker's Chamber).
- Facilities include a Private room, Janitor's room (Jan), and a Sky Bridge to the Thomas Stewart Building.
- Exit points are marked with red arrows and 'EXIT' signs.

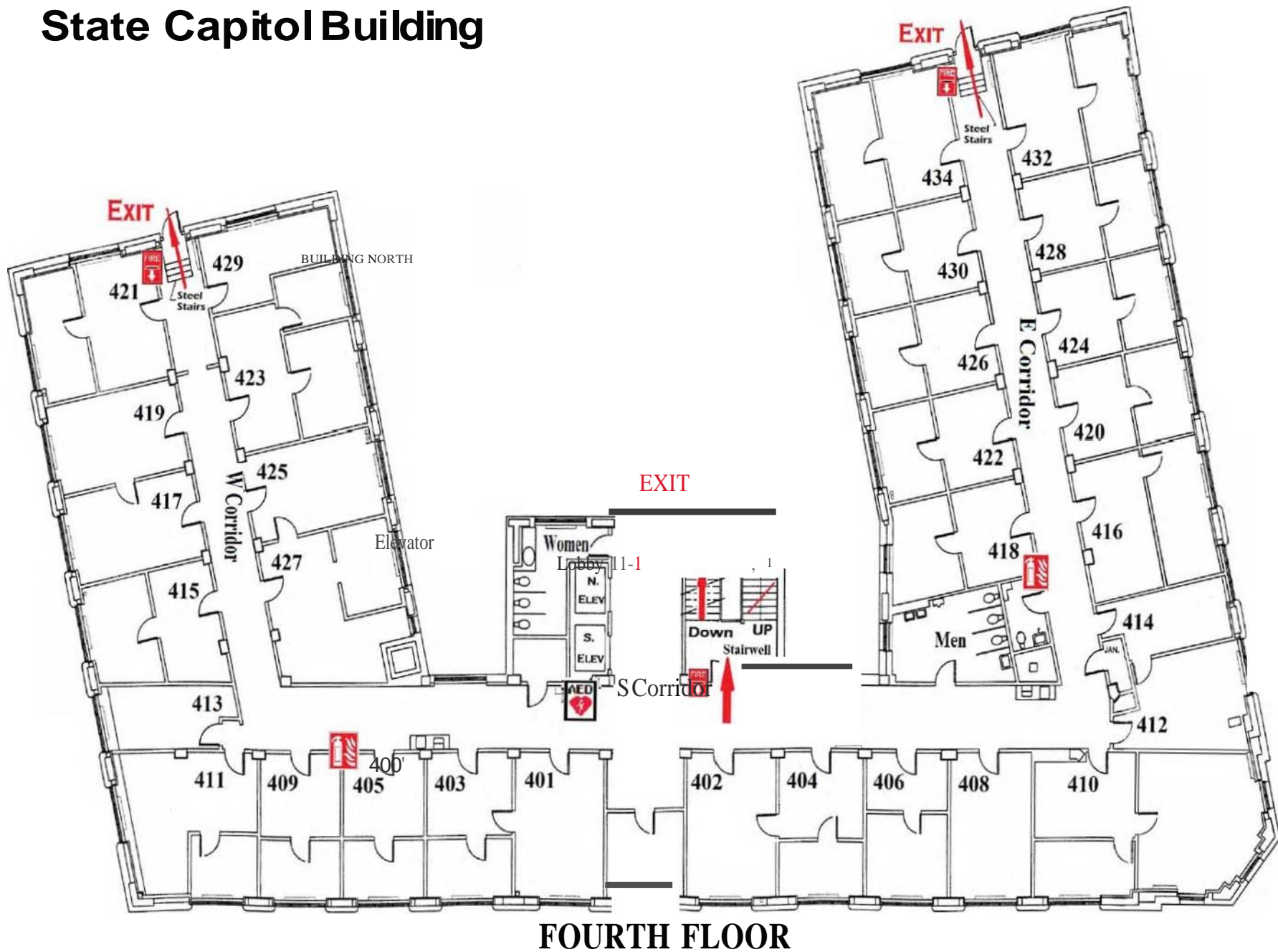
SECOND FLOOR

3rd Floor

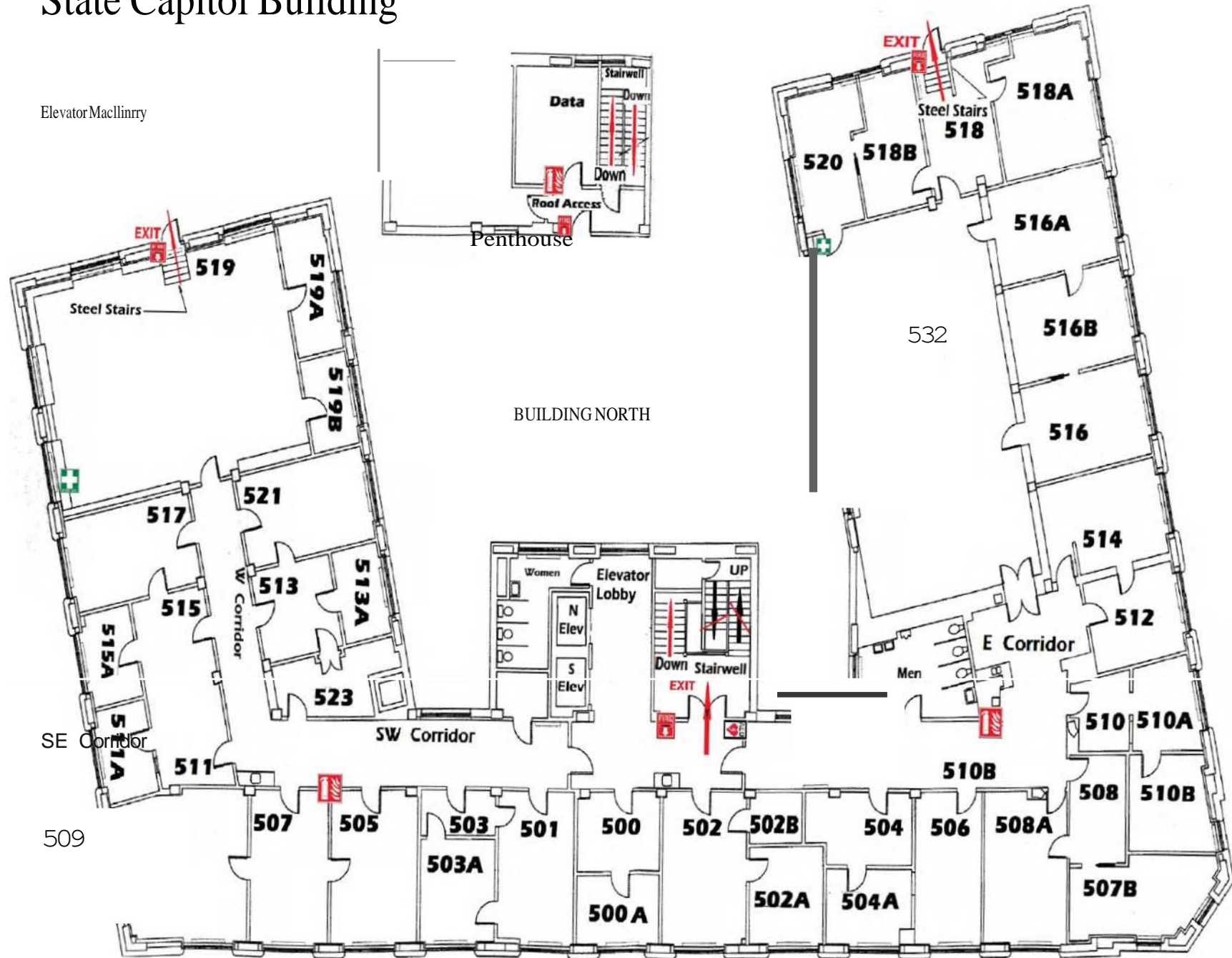
IN CASE OF FIRE
DO NOT USE
ELEVATORS



State Capitol Building

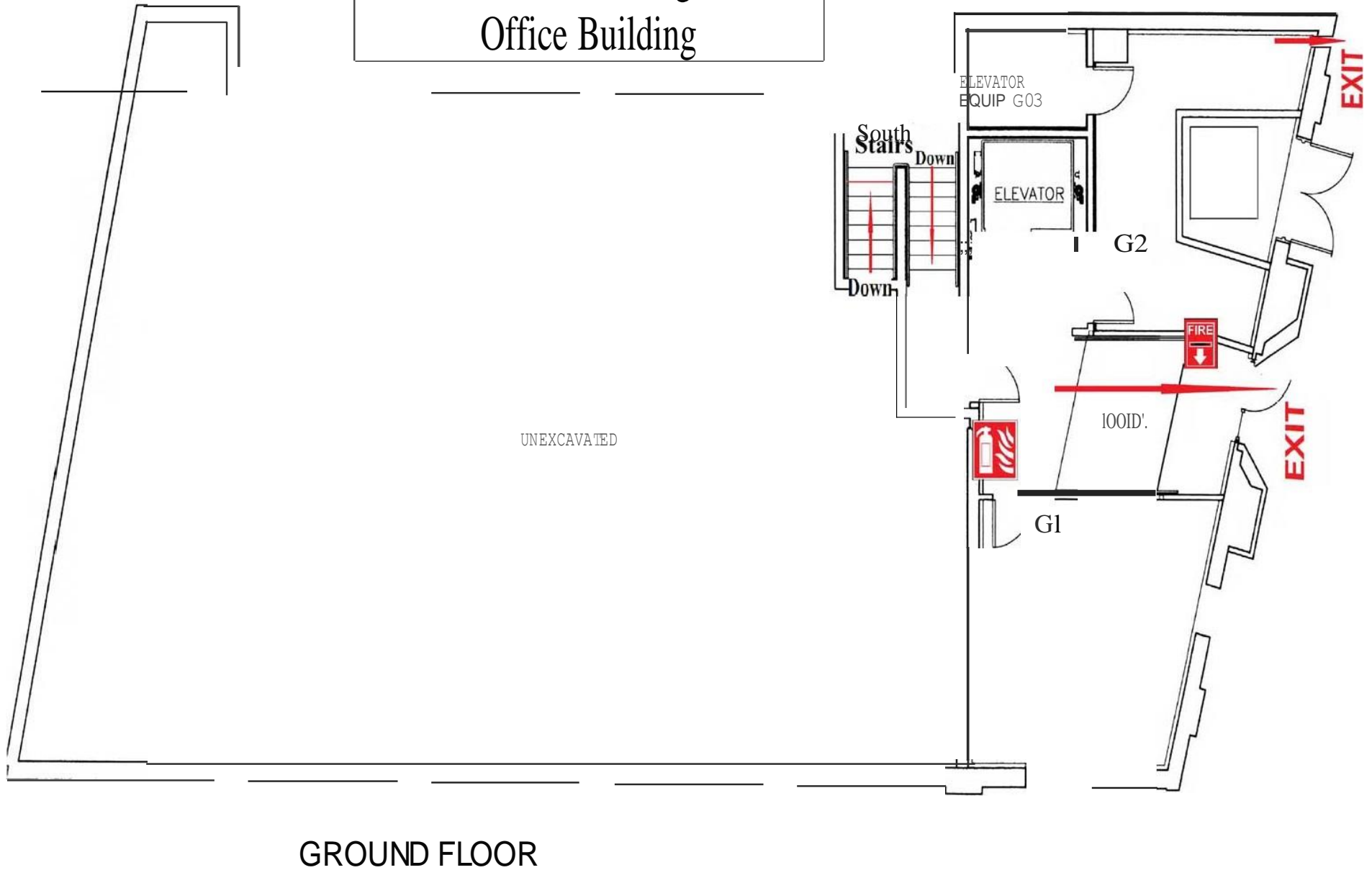


State Capitol Building



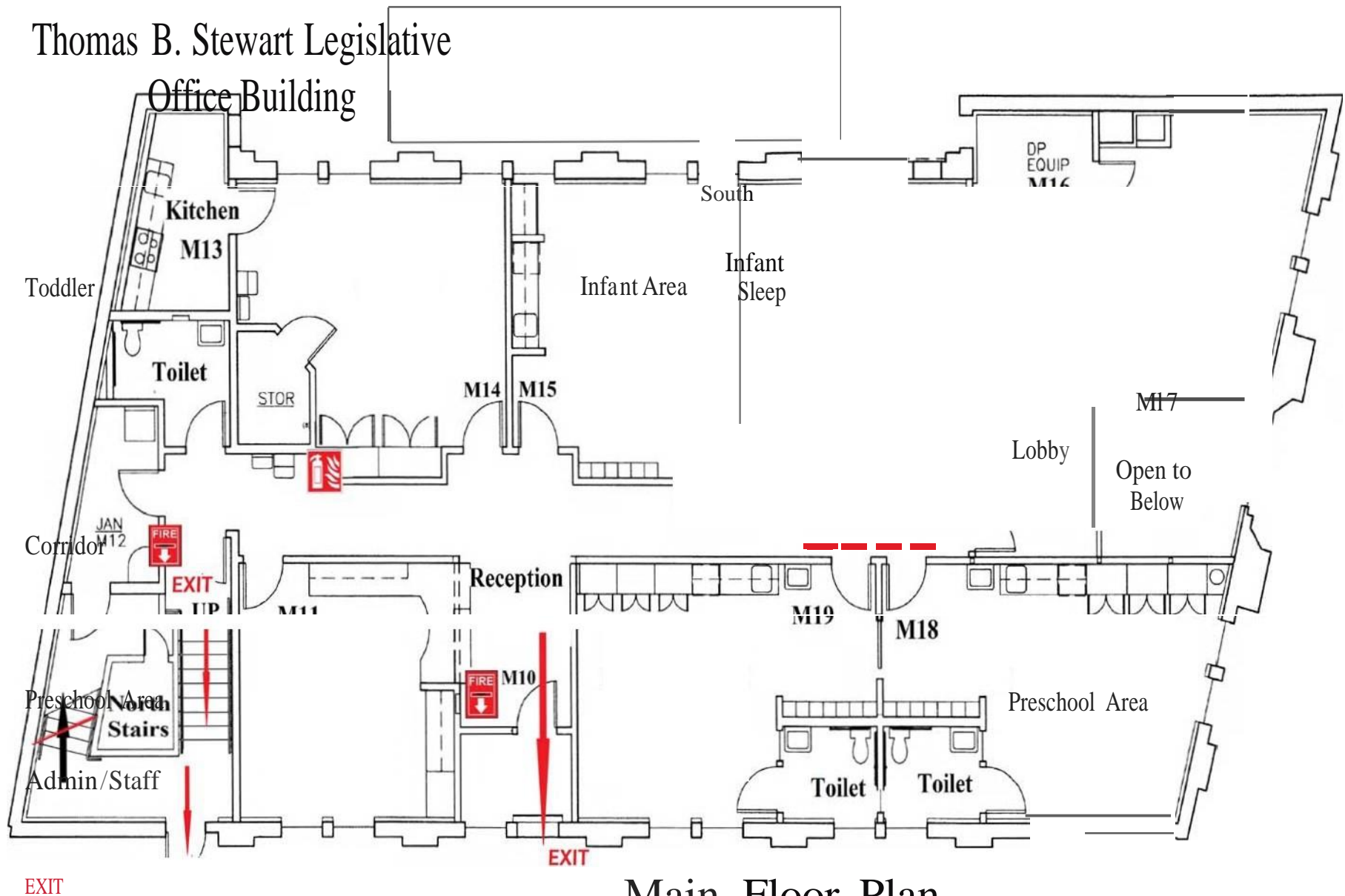
FIFTH FLOOR and PENTHOUSE

Thomas B. Stewart Legislative Office Building



Seward St

Thomas B. Stewart Legislative Office Building

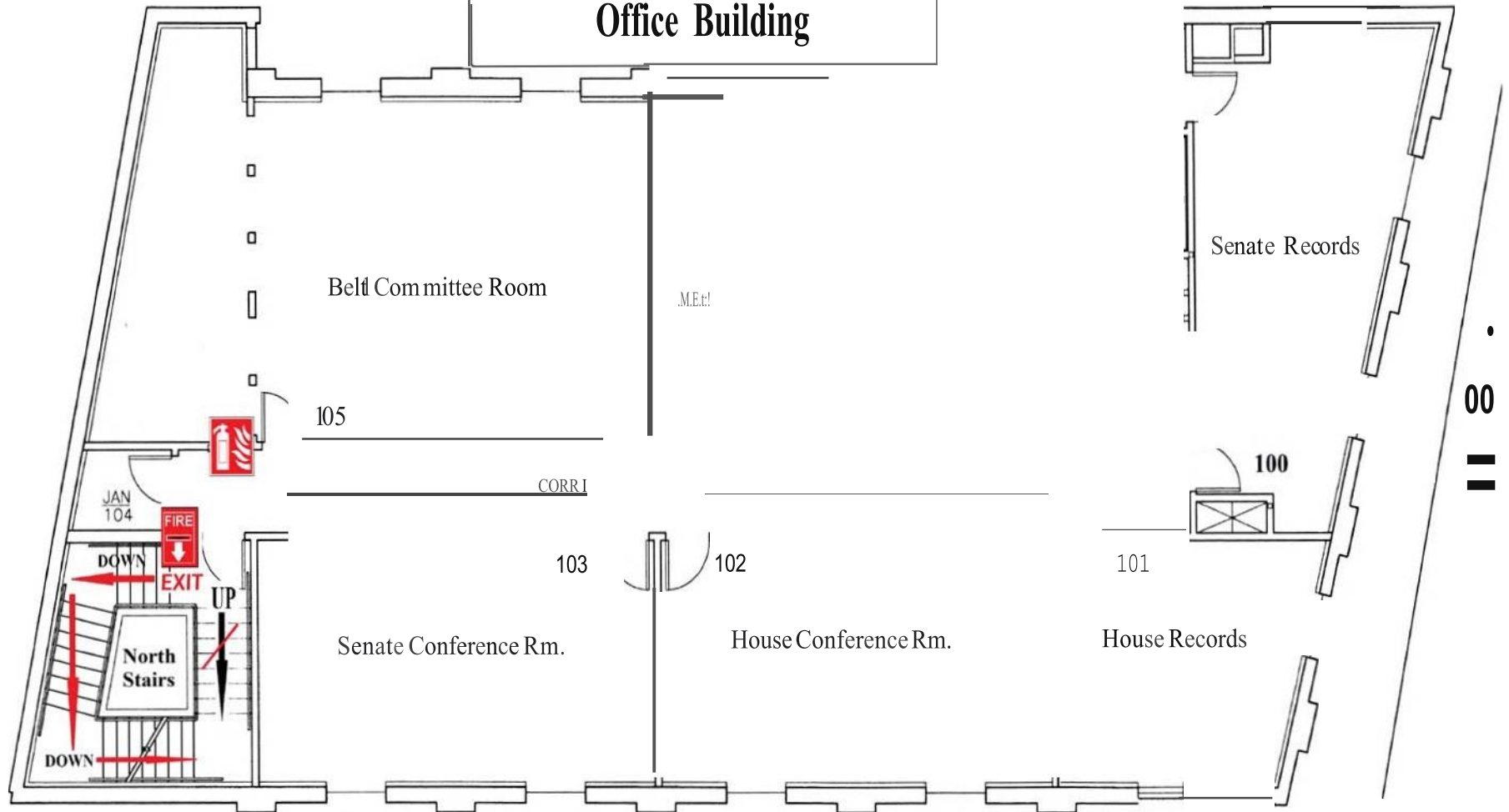


Main Floor Plan

Seward

St.

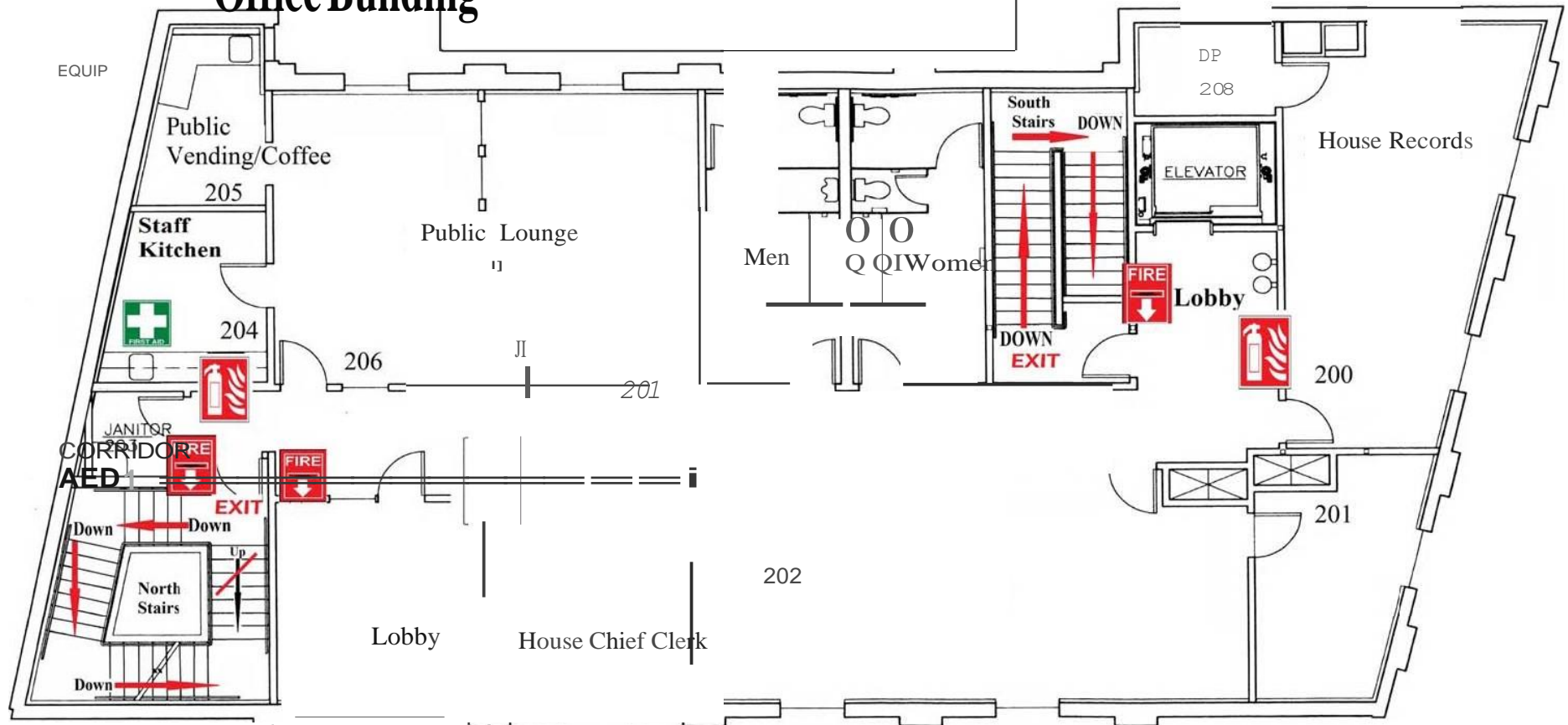
Thomas B. Stewart Legislative Office Building



First Floor Plan

Seward St.:

Thomas B. Stewart Legislative Office Building

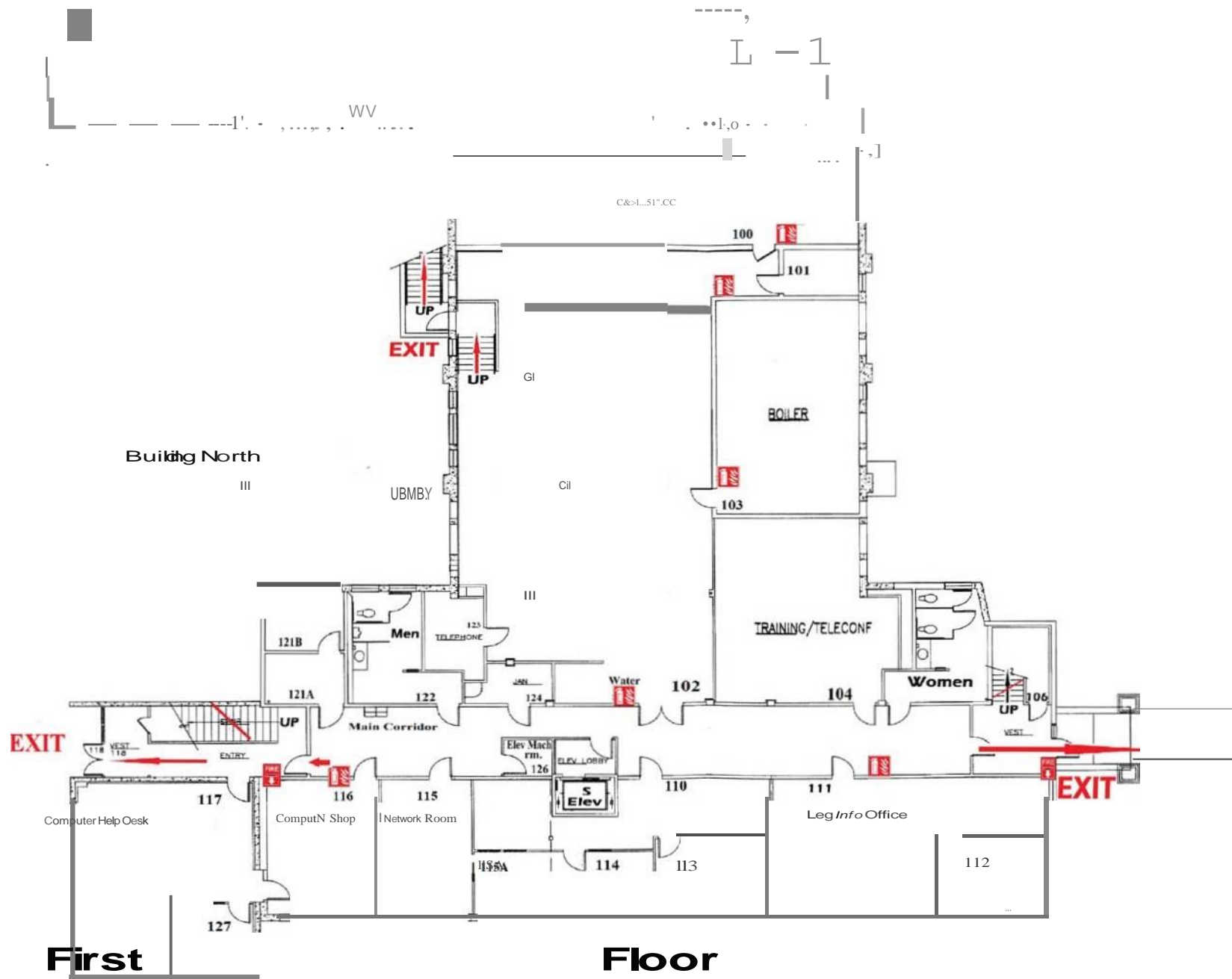


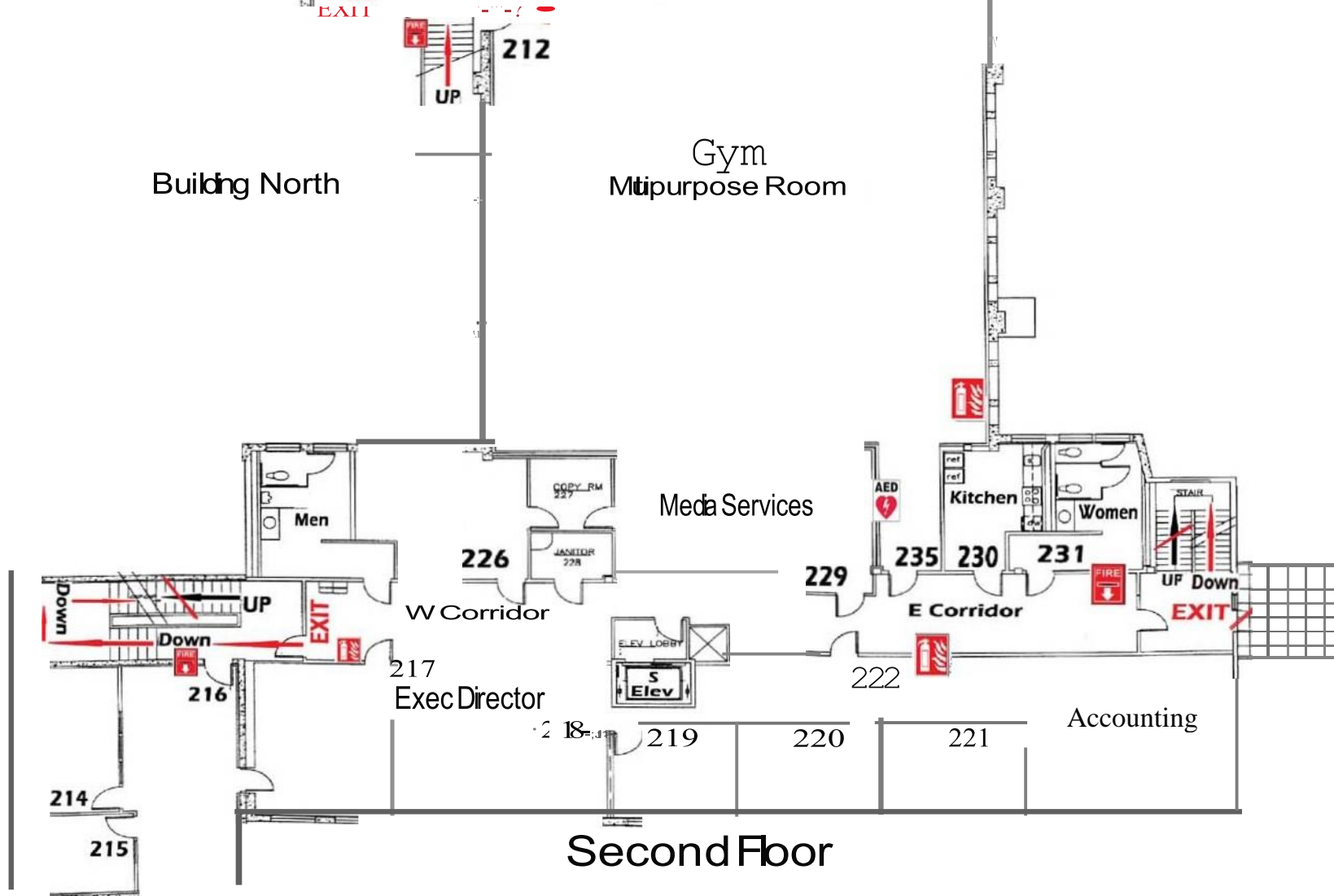
SECOND FLOOR PLAN

SEWARD ST.

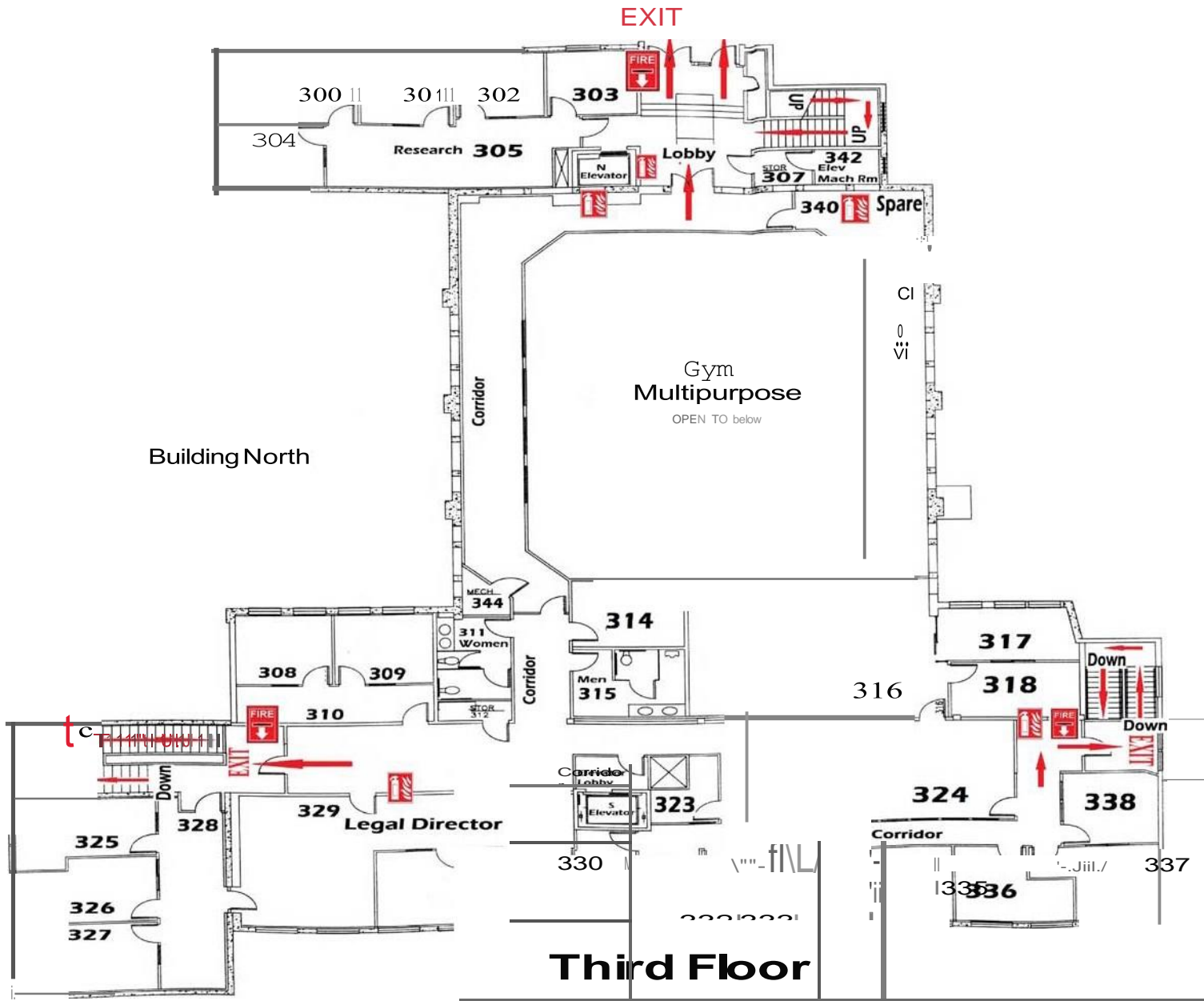
E-
00
E-

Terry Miller Legislative Office Building





Terry Miller Legislative Office Building



BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: _____ Time: _____

Time Caller Hung Up: _____ Phone Number Where Call Received: _____

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information: _____



Homeland
Security

